

Laboratory Field Services
Laboratory Personnel Website (LPW)
User's Manual
Version 1.4
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Introduction

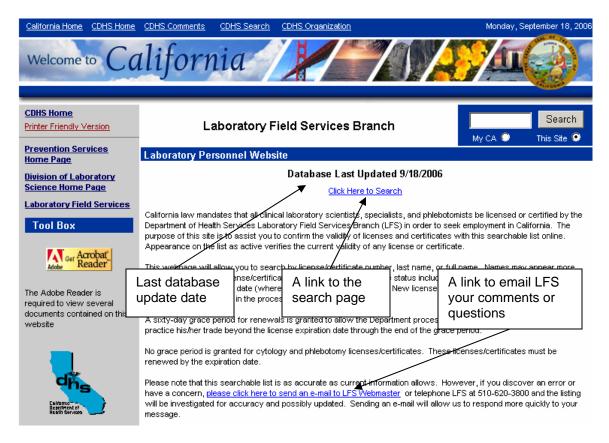
California law mandates that clinical laboratory scientists, specialists, and phlebotomists be licensed or certified by the Department of Health Services Laboratory Field Services Branch to ensure accurate and reliable clinical laboratory testing in California. The purpose of the Laboratory Personnel Website is to assist you to confirm the validity of clinical licenses and certificates with this searchable list online. Appearance on the list as active verifies the current validity of any license or certificate.

Please note that this searchable list is as accurate as current information allows. However, new licenses/certificates or those in renewal that are not listed may still be in the process of being updated. So if you have any concern about information posted on this website, or the license that was searched for contains a non-active status, please contact LFS using the email link provided on the main page of this website or call the LFS main telephone line at 510-620-3800 for further verification.

Accessing Laboratory Personnel Website

To access the Laboratory Personnel Website:

- 1. Open your Internet browser.
- 2. Enter http://www.applications.dhs.ca.gov/lpw/
- 3. The following main page will be displayed. In addition to the introduction of this website, we see that there are three things of interest to you:
 - The date the database was last updated
 - The link to start clinical license search
 - The link to email us your comments or concerns about information posted on this site



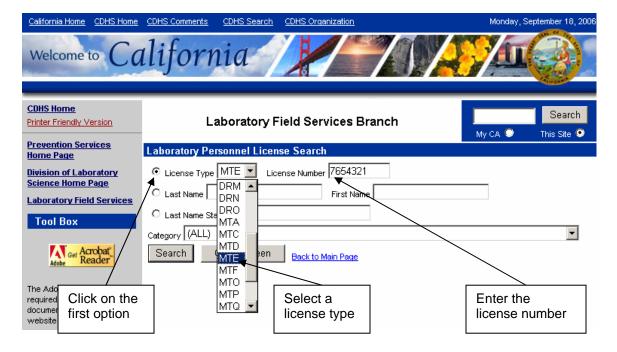
Validating a License

The Laboratory Personnel Website provides three methods for retrieving and validating clinical licensing data:

- Search by License Number This is the fastest and most direct way of validating a given license number.
- Search by Last Name, First Name and Category This method should be used when you know the exact spelling of a scientist's name.
- Search by Last Name and Category This is the most exhaustive search method and may produce numerous matches.

Search by License Number

After clicking the link to the search page, the Laboratory Personnel License Search page should appear. From the example below, we see that the user has selected the "Search by License Number" option and is looking for information about a clinical license of "MTE" license type and license number equals 7654321. It is not necessary to enter the leading zeros.

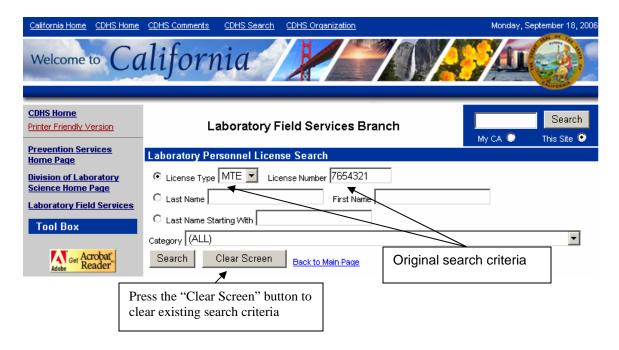


After selecting a license type and entering the license number, press the "Search" button. If a match is found, the license information is retrieved directly. If a scientist holds several clinical licenses, all licenses related to the scientist will be displayed as we can see from the page below.



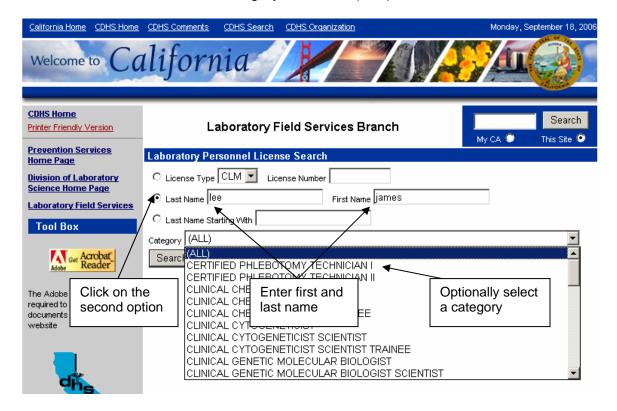
Press the "Return to Search" button to view your original search criteria or start a new search. Or, click <u>Back to Main Page</u> to exit out of the search when you are done.

When we click the "Return to Search" button on the result page, the search screen reappears with our original search criteria, as we can see from the screen shot below. Press the "Clear Screen" button to remove existing search conditions.



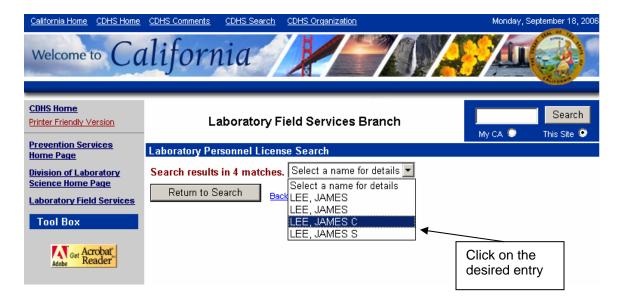
Search by Last Name, First Name and Category

This search requires that you have the exact spelling of the scientist's first and last name as well as the category of the license. If the category of the license is not known then leave the default category selection "(ALL)" as is to continue the search.



After entering the last name, first name and category, press the "Search" button. When the search results in multiple matches, you will be asked to select from a drop down list as we can see from the screen below. To view the licensing details, click on the arrow to review the possible candidates and select a name from the drop down.





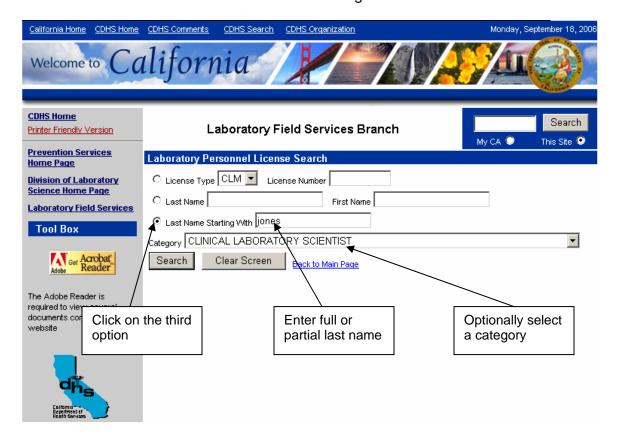
The above selection produces the following result. From the details shown below, we see that "James C Lee" has only one license. Had he had more, all other licenses information would have also been displayed here.

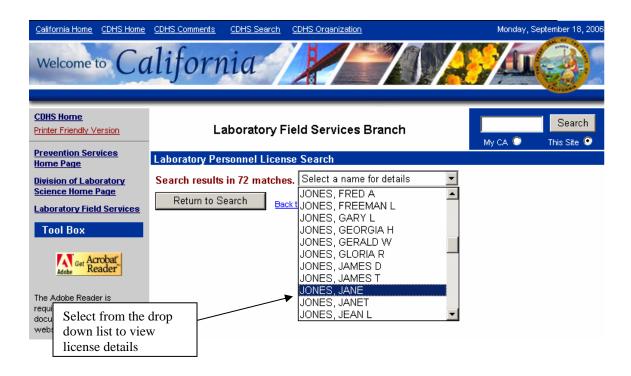


Search by Last Name and Category

This is the most generic of searches as all that is required is a partial last name and a category. From the page below we see that the search is performed using last name "jones" and a category of "Clinical Laboratory Scientist". This search could also be performed using a partial last name of "jon" or even just "j". The more specific the name then the less possible matches will be returned.

From the result shown on the following page we see that there were 72 matches to the query. It should be noted again that if the partial name were used as suggested on the prior page, the query would have most certainly returned more records. Select the desired scientist name to view licensing details.





The result of selecting from the drop down is shown below:



Technical Support

Whom should I contact for help?

If you discover an error or have a concern about the validity of license information posted on this site, you can contact LFS Webmaster using the email link provided on the main page of this website. When referring to an individual's license record, please be sure to include that person's full name and license number. If you wish to discuss any issues that may require the inclusion of privacy or confidential data, please call the LFS main telephone line at 510-620-3800.